CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0595
Classification Specification: FIELD SUPERVISOR
Salary Range:TM 34
Position Description: Warehouse Supervisor
Incumbent:
Location: Public Works Operations

GENERAL PURPOSE:

Under the direction of the Operations Manager, incumbent plans, organizes, assigns, and evaluates the day-to-day activities of the Warehouse sub-section of the Administration Section of Public Works Operations; plans weekly schedules and evaluates assigned personnel.

Work is characterized by supervisory, technical and skilled maintenance tasks such as scheduling, assigning and supervising assigned crews; processing purchase requisitions/orders for all Public Works Operation Sections; working with vendors, manufacturers, City management and other personnel of inventories for Water, Sewer, Storm, Traffic, Motor Pool, and Street Divisions; and management and repair of small tools and minor equipment. Incumbent may also be required to accept stock items from manufacturers; load and off-load materials and supplies onto delivery equipment.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBLITIES

Supervise the operations of the Warehouse facilities including the exterior parking, materials storage, access gates, fueling islands, and Motor Pool of Public Works Operations; as well as any satellite locations.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include assisting in interviews, making recommendations to hire; training employees; planning assigning, directing and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling leave.

Administer the development of technical specifications for material and equipment bids and requests for quotations to ensure that all Public Works Operations and city policies and procedures are followed and operational needs are met.

Establish and maintain vendor files.

Determines storage and identification methods and initiates changes in operation policies and procedures to ensure that the warehouse/purchasing operations remain efficient and customer oriented at all times.

Communicate with the Operations Manager to coordinate work schedules to assure jobs, projects, and tasks are completed in accordance with the established time lines and performance standards established by the City and the Section, which ever the case may be; consult with the Operations Manager for standard practices for warehouse management whenever the situation arises.

Conduct periodic and perpetual inventory control to verify available stock and accuracy of control records; replenish stock as indicated by inventory minimum system; recommend purchase and replacement of tools and equipment; manage the computerized inventory system ensure that the inventory at the end of the Budget Year is within required budgetary regulation adopted by the City and other agencies as required.

Maintain inventory control system through record keeping and reports; assist Technical Services Subsection with input for reports. Implement new procedures and practices as needed to improve inventory control.

Coordinate and determine procedure for disposal of obsolete stock and salvage and waste materials, with inputs from the respective Superintendents and in accordance with Kent City Policies and Regulations.

Provide monthly information to Administrative Services to assist with preparation of report to Finance relating to distribution of dispersed materials and equipment usage for rental billing of the motor pool and small equipment repairs.

Fill Operations requests for materials, using stock, manufacturers' catalogs and parts lists as referenced and keep track of the status of the requests through the computerized inventory tracking system. Incumbent will be familiar with Hansen Inventory systems and able to operate the system to its fullest potential.

Prepare orders, maintain records, store and issue supplies, equipment, tools and parts used throughout the Public Works Operations Sections.

Receive, count and examine incoming supplies to verify compliance with purchase requests and pick up purchases from the vendor.

Maintain file of technical manuals on inventory fittings, pumps, tools, equipment and safety supplies. Track and issue hydrant permits.

Develop procedures for maintaining and scheduling hand tools and equipment for other departments, sections and sub-sections, as required.

Repair and maintain all tools and equipment within the warehouse, either in-house or through outside repair agencies.

Coordinate shipment for repair of water meters, from 5/8 inch to 16 inch in size, per department maintenance agreement.

Maintain the motor pool inventory while tracking the usage of all equipment signed out and rented.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Operate forklift and other tools and equipment as needed.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Modern warehouse standards, methods and procedures
- Parts, materials, supplies, tools and equipment required in the operation of the maintenance sections and other divisions
- General mathematics, standard algebra formulas and percentage calculation conversions
- City organization, operations, policies and procedures
- Traffic signing and striping materials
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Safety requirements and specifications of various types of vehicles and equipment
- Record keeping techniques

- Time management skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Personal computer and its basic use

SKILLED IN:

- Effective management and operation of the Public Works Operations warehouse
- Operation of automotive equipment and forklift truck
- Using hand and machine tools and equipment as listed below
- Analyzing, diagnosing and repairing small equipment items
- · Effectively communicating, both orally and in writing
- Expressing ideas clearly, concisely and comprehensively through written, verbal and non verbal techniques to achieve intent.

ABILITY TO:

- Maintain a perpetual inventory system and stock records
- Complete purchase orders, requisitions, post figures and prepare inventory records
- Carry out oral, written or diagrammatic instructions
- Train, supervise and evaluate assigned personnel
- Maintain and produce accurate records and reports
- Operate a personal computer and related software
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Assign and coordinate workload to employees based on their skills and abilities
- Perform arithmetic calculations involving fractions, decimals, and percentages
- Establish and maintain effective working relationships with other employees, supervisors and the public
- Use interpersonal skills effectively in a tactful, patient and courteous manner

EDUCATION AND EXPERIENCE:

Education: High school diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation and maintenance of

warehouses or related schooling; and

Experience: Five (5) years experience in the operation and maintenance of a

warehouse. At least one (1) of the five (5) years must include experience in

a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Commercial Driver's License (CDL) Class A with Endorsement N
- Valid First Aid/CPR Card
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Must successfully pass the City's pre-employment substance abuse screening
- Must successfully pass the city's Physical Agility Screening.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, copier, calculator and typewriter.

Motorized vehicles including, but not limited to, forklifts, front loaders and other equipment necessary for transportation of equipment and supplies. May be required to operate and maintain assigned City vehicle. Standard and specialized hand and power machines, tools and equipment used in the maintenance of a supply warehouse, including, but not limited to, drills, hammers, wrenches, screwdrivers and meter gauge. Other equipment includes hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots and other protective clothing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; talk and hear normally with or without mechanical assistance. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift and/or move up to 50 pounds and is occasionally required to lift and/or move in excess of 100 pounds with assistance. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a warehouse, garage or office environment, occasionally works outdoors unloading material; may be exposed to individuals who are irate or hostile; noise level in the work environment is moderate to loud.

SIGNATURES:

Incumbent's Signature Date Supervisor's Signature Date

Department Director/Designee Date Employee Services Director/Designee Date

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

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Revised: 9/30/05

Position Description: Warehouse Supervisor